

MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION
INSTITUTIONAL TRAINING TECHNICIAN

JOB DESCRIPTION

Employees in this job provide training and instruction on a variety of work-related subjects to the staff of state residential facilities and community group homes, including, but not limited to CPR, first aid, intervention, body mechanics, and stress management; under the guidance of a professional human resources developer.

There are four classifications in this job.

Position Code Title – Institutional Training Technician-E

Institutional Training Technician 7

This is the entry level. The employee, in a learning capacity, receives on-the-job training in the methods and processes of institutional training technician work under close supervision.

Institutional Training Technician 8

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of institutional training technician assignments.

Institutional Training Technician E9

This is the experienced level. The employee performs a full range of institutional training technician assignments and uses independent judgment making decisions requiring application of established methods and procedures to specific situations.

Position Code Title – Institutional Training Technician-A

Institutional Training Technician 10

This is the advanced level. The employee functions as either a lead worker over other institutional training technicians, or as a senior worker performing the most complex assignments. Senior level employees perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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Provides training and instruction for facility and community based staff, including but not limited to CPR, multi-media, first-aid, intervention, body mechanics, abuse-neglect, stress management, etc.

Organizes, conducts, and evaluates prepared programs for staff development and training.

Recommends improvements in staff development and training programs, methods and materials.

Recommends materials for training handbooks, demonstration models, multi-media visual aids, reference works, etc.

Tests trainees to measure their learning progress and to evaluate the effectiveness of training presentations.

Compiles trainee responses and evaluations of sessions.

Demonstrates and models applications of skills being taught.

Maintains records, prepares reports, and composes correspondence related to the work.

Performs related work appropriate to the classification as assigned.

Additional Job Duties

Institutional Training Technician 10 (Lead Worker)

Coordinates work by scheduling assignments and overseeing the work of other institutional training technicians.

Oversees and assures the quantity and quality of the unit's workflow by requiring the strict adherence to established methods and procedures.

Explains work instructions and adapts, if necessary, pertinent general methods and procedures in order to meet required needs.

Institutional Training Technician 10 (Senior Worker)

Plans and develops revisions of existing programs for staff development and training.

Develops, designs, demonstrates and models applications of skills being taught.

Researches and develops materials for training handbooks, demonstration models, multi-media, visual aids, etc.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of rules, regulations, policies, procedures, precedents, and terminology used in the work.

Knowledge of learning and motivation techniques.

Knowledge of techniques of obtaining information.

Knowledge of organization, work flow, staffing, forms and procedures.

Ability to conduct prepared training sessions, workshops, conferences, seminars, and programs regarding staff development and training.

Ability to prepare training materials.

Ability to operate film, overhead projectors, videocassette records, and related equipment.

Ability to use mannequins to demonstrate resuscitation techniques.

Ability to observe trainee's progress and make recommendations for improvement.

Ability to communicate effectively.

Ability to transport training equipment to training sites.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Institutional Training Technician 10 (Lead Worker)

Ability to organize and coordinate the activities of the institutional training technicians in a specific work area.

Ability to allocate work to other institutional training technicians in a work area.

Ability to determine work priorities.

Institutional Training Technician 10 (Senior Worker)

Ability to research and develop original materials for training programs.

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Working Conditions

Some jobs are located in mental health facilities.

Physical Requirements

Jobs required the ability to perform CPR, first aid, intervention, body mechanics, and stress management.

Some jobs require the employee to bend, reach, and stand for long periods.

Education

Educational level typically acquired through completion of high school.

Experience

Institutional Training Technician 7

One year of experience as an experienced level (E7) administrative support assistant in a state mental health facility.

Institutional Training Technician 8

One year of experience as an Institutional Training Technician.

OR

One year of experience as an experienced level Resident Care Aide E8.

Institutional Training Technician E9

One year of experience as an Institutional Training Technician 8.

Institutional Training Technician 10

One year of experience as an Institutional Training Technician E9.

Special Requirements, Licenses, and Certifications

Some positions may be required to acquire and maintain certification status as instructors of CPR and first aid.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
INSTRGTCH	Institutional Training Technician

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Institutional Training Technician-E	INTRTCHE	U11-018
Institutional Training Technician-A	INTRTCHA	U11-023

ECP Group 1
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